

SJ-Staff/MPP Recruitment Process

Application Status	Email	Form	Form Recipient	Required Step	Notes
New Application	x			x	
CSUEU Required Qualifications Review					
Application Screening					Contact your Recruiter when the application screening is complete.
Application Screening Unsuccessful	x				When an applicant is moved to this status you will be required to select a reason they are not successful.
Invite for Interview	x			x	Not required if candidate was moved to Application Screening Unsuccessful.
Interview Accepted & Release Form Initiated	x	x	Applicant	x	Reference and Background Check form sent for completion. Not required if candidate was moved to Application Screening Unsuccessful.
Interview Accepted & Release Form Completed					
Interview Declined	x				
Interview Evaluation					Add Interview Evaluation Screening Criteria on Job Card. Contact your Recruiter when the interview evaluation is complete.
Interview Unsuccessful	x				When an applicant is moved to this status you will be required to select a reason they are not successful.
Reference Check Initiated	x				
Reference Check Unsuccessful	x				
Hiring Manager Review					Add Hiring Manager Screening Criteria on Job Card. Contact your recruiter when the hiring manager has completed their review.
Hiring Manager Review Unsuccessful	x				When an applicant is moved to this status you will be required to select a reason they are not successful.
Hold					
Prepare Offer to Extend					
Background Check Initiated	x				
Background Check Pending					

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Background Check Successful					
Background Check Unsuccessful					When an applicant is moved to this status you will be required to select a reason they are not successful.
Offer Extended	x				When an applicant is moved to this status you will be prompted to complete the offer card. You will then upload the signed offer letter and PD.
Offer Accepted				x	When an applicant is moved to this status they will be assigned the New Employee Base form to complete (unless they are a current employee). This is not required for candidates who were not given an offer.
Offer Accepted Paperwork Received					
Offer Declined	x				
Offer Rescinded					
New Employee Onboarding	x				When an applicant is moved to this status they will be given access to the Employee Portal and assigned a task list.
Job Closing Communication	x				
Submitted					
Removed	x				
Applicant Withdrawn	x				
Incomplete					
Ineligible	x				
Recruitment Cancelled	x				